

FINAL ANSWER KEY

Paper: The District Office Manual
Medium of Question: English
Date of Examination: 23-02-2019

Question1:- A reminder is issued for a return which is due on that day was not seen received by

- A:- 5 Pm
- B:- 12 Noon
- C:- 2 PM
- D:- 4 PM

Correct Answer:- Option-C

Question2:- The periodicity of submission of consolidated list of cases to be posted for hearing by the Collector is

- A:- Every week
- B:- As often as necessary
- C:- Every month
- D:- Every fortnight

Correct Answer:- Option-B

Question3:- An order became obsolete is to be _____ a stock file

- A:- Kept in
- B:- Clubbed with
- C:- Scored off
- D:- Removed from

Correct Answer:- Option-D

Question4:- Fire buckets kept in an office is to be filled with

- A:- Sand
- B:- Water
- C:- Charcol
- D:- Both (A) & (B)

Correct Answer:- Option-D

Question5:- In a Collectorate, Distribution Register is to be maintained for

- A:- Whole office
- B:- Each Sections
- C:- One for two sections
- D:- No limit

Correct Answer:- Option-B

Question6:- Who will perform the duties in Taluk office that of Sheristadar in the Collectorate?

- A:- Tahsildar
- B:- HQ Dy Tahsildar
- C:- HQ Head Clerk
- D:- Junior supt.

Correct Answer:- Option-B

Question7:- What is a current file?

- A:- Communication received
- B:- Communication Issued
- C:- Proceedings Issued
- D:- All the above

Correct Answer:- Option-D

Question8:- Periodicity of inspection of Personal Registers in Collectorate by Collector?

- A:- Monthly
- B:- Bimonthly
- C:- Quarterly
- D:- Half Yearly

Correct Answer:- Option-B

Question9:- All papers containing valuables are to be entered in

- A:- Security register
- B:- Cash book
- C:- Day book
- D:- None of the above

Correct Answer:- Option-A

Question10:- Who is responsible for preparation of Revenue Business Report in Collectorate?

- A:- Sheristadar
- B:- Fair Copy Supt
- C:- ADM
- D:- Camp Clerk

Correct Answer:- Option-B

Question11:- Gazette received in an office is to be

- A:- Circulated among the Heads of Sections
- B:- Kept in record room perusal
- C:- Kept with Sheristadar
- D:- Kept with the Fair Copy section

Correct Answer:- Option-A

Question12:- Who is responsible to ensure discipline in Collectorate?

- A:- Collector
- B:- ADM
- C:- Sheristadar
- D:- Section Supt

Correct Answer:- Option-C

Question13:- Important orders required for future reference are filed in

- A:- Stock File
- B:- Record room

- C:- Call Book
- D:- Suit register

Correct Answer:- Option-A

Question14:- The Revenue Business Report to be sent to Collector by the RDO is in the _____ form

- A:- Appendix-G
- B:- Appendix-F
- C:- Appendix-H
- D:- Appendix-E

Correct Answer:- Option-A

Question15:- K-Dis file is to be retained for _____ Years.

- A:- Permanently
- B:- 10 Years
- C:- 3 Years
- D:- One Year

Correct Answer:- Option-C

Question16:- Which of the following Register is maintained in form VIII, Appendix-B?

- A:- Personal Register
- B:- Distribution Register
- C:- Call Book
- D:- Fair Copy Register

Correct Answer:- Option-C

Question17:- Who is the custodian of the Attendance Register in the Collectorate?

- A:- Collector
- B:- ADM
- C:- Huzur Sheristadar
- D:- Section Heads

Correct Answer:- Option-C

Question18:- Who is the custodian of the sealed bag containing record room key where there is no police guard?

- A:- Head of Office
- B:- Head Clerk
- C:- Head Peon
- D:- Record Keeper

Correct Answer:- Option-D

Question19:- Where the Collector notes the remarks on inspection of Personal Register?

- A:- In the Personal Register
- B:- In separate sheets
- C:- In the Pending List
- D:- In the Running Note

Correct Answer:- Option-D

Question20:- Erection of thatched building within a distance of _____ yards of a permanent Govt: building is prohibited.

- A:- 20
- B:- 30
- C:- 15
- D:- 25

Correct Answer:- Option-C

Question21:- Periodical Register is destroyed after _____ years.

- A:- 10 years
- B:- 5 years
- C:- 3 Years
- D:- One year

Correct Answer:- Option-A

Question22:- R-Dis file is to be retained for _____ Years.

- A:- Permanently
- B:- 10 Years
- C:- 3 Years
- D:- One Year

Correct Answer:- Option-A

Question23:- Which of the following Register is maintained in form X, Appendix-B?

- A:- Arrear List
- B:- Distribution Register
- C:- New Case Register
- D:- Fair Copy Register

Correct Answer:- Option-A

Question24:- Division of office in different sections and drawing up clear distribution list for each sections is the first step towards the introduction of _____ system

- A:- Ahammed Nagar
- B:- Macleans
- C:- Tottenhams
- D:- Secretariat model

Correct Answer:- Option-C

Question25:- The disposals containing decisions already taken put up for reference to fresh cases is called

- A:- Flagging
- B:- Enclosures
- C:- Back file
- D:- Linking

Correct Answer:- Option-C

Question26:- How many call books shall be maintained in a Collectorate?

- A:- One
- B:- Two
- C:- No limit
- D:- Five

Correct Answer:- Option-A

Question27:-Call Book is destroyed after————— years.

- A:-10 years
- B:-5 years
- C:-3 Years
- D:-one year

Correct Answer:- Option-C

Question28:-Papers are arranged in which order in the record room?

- A:-Current Number wise
- B:-Subject wise
- C:-Date of disposal wise
- D:-Date of receipt wise

Correct Answer:- Option-B

Question29:-Running note file is used for a period of

- A:-One Calendar year
- B:-Continuously
- C:-One financial year
- D:-Three years

Correct Answer:- Option-A

Question30:-Which of the following Register is maintained in form III, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-New Case Register
- D:-Fair Copy Register

Correct Answer:- Option-C

Question31:-Any questions raised on running note file should be replied within a period of

- A:-48 hours
- B:-24 hours
- C:-One week
- D:-5 days

Correct Answer:- Option-A

Question32:-When arrear list is to be prepared?

- A:-1st of every month
- B:-Every 15 days
- C:-Every year
- D:-Every Quarter

Correct Answer:- Option-A

Question33:-Three months old currents will be entered in the

- A:- Call Book
- B:-Arrear List
- C:-Running Note file
- D:-Dispatch Register

Correct Answer:- Option-B

Question34:-Casual leave can be combined with

- A:-Earned Leave
- B:-Commutated Leave
- C:-Half Pay Leave
- D:-None of the above

Correct Answer:- Option-D

Question35:-Which of the following details will be obtained from the 'list of record files'?

- A:-Date of disposal
- B:-New Case Number
- C:-Number & Subject
- D:-Nature of disposal

Correct Answer:- Option-C

Question36:-Who is the custodian of one set of duplicate keys of office?

- A:-Head Clerk
- B:-Head of Section
- C:-Head Peon
- D:-Head Watchman

Correct Answer:- Option-D

Question37:-Disciplinary proceedings may be initiated against a clerk if he had submitted a stamped document

- A:-Without punching
- B:-Without Opening
- C:-Without sealing
- D:-Without numbering

Correct Answer:- Option-A

Question38:-Where a dispatch stamp will be affixed on, if there is an office copy of the dispatched paper?

- A:- Current file
- B:-Office Copy
- C:-Fair Copy
- D:-Margin of note file

Correct Answer:- Option-B

Question39:-What is the date fixed for submission of Revenue Business Report by a Divisional Officer to the Collector?

- A:-5th of every month
- B:-10th of the month of the following half year
- C:-1st of the month of the following half year
- D:-20th of the month of the following half year

Correct Answer:- Option-B

Question40:-Which of the following register not maintained in a deputy Tahsildar's Office?

- A:-Distribution Register

- B:- Personal Register
- C:- Periodical Register
- D:- Fair Copy Register

Correct Answer:- Option-D

Question41:- Who will sort the tapals received in section wise with the assistance of Tapal Clerk?

- A:- Camp clerk
- B:- Head clerk
- C:- Sheristadar
- D:- Dispatch clerk

Correct Answer:- Option-C

Question42:- Which of the following is not to be noted in a Fair Copy Register?

- A:- Date of Dispatch
- B:- Date of receipt by Clerk
- C:- Date of receipt by Supt.
- D:- Date of receipt by Typist

Correct Answer:- Option-B

Question43:- Abstract of pending files in form VII should be prepared on _____ of every month

- A:- 1st
- B:- 5th
- C:- 10th
- D:- 20th

Correct Answer:- Option-A

Question44:- Record Issue Register is destroyed after _____ years.

- A:- 10 years
- B:- 5 years
- C:- 3 Years
- D:- one year

Correct Answer:- Option-C

Question45:- Which of the following Register is maintained in form VIII B, Appendix-B?

- A:- Personal Register
- B:- Distribution Register
- C:- Pauper Suit Register
- D:- Fair Copy Register

Correct Answer:- Option-C

Question46:- Which of the following Register is maintained in form XV, Appendix-B?

- A:- Personal Register
- B:- Security Register
- C:- New Case Register
- D:- Fair Copy Register

Correct Answer:- Option-B

Question47:- Who will maintain the Call Book in a Deputy Tahsildar's office?

- A:- Tapal clerk
- B:- Dy. Tahsildar
- C:- Head Clerk
- D:- Record Keeper

Correct Answer:- Option-C

Question48:- The 'Title' of the file and the entry in column 4 of _____ Register will be identical.

- A:- Dispatch Register
- B:- Distribution Register
- C:- Fair Copy Register
- D:- Personal Register

Correct Answer:- Option-D

Question49:- In all correspondences, the Govt; is treated as _____

- A:- Singular
- B:- Plural
- C:- Based on merit
- D:- None of the above

Correct Answer:- Option-B

Question50:- Pauper Suit register is destroyed after _____ years.

- A:- 10 years
- B:- 5 years
- C:- 3 Years
- D:- One year

Correct Answer:- Option-A

Question51:- The 'Hearing Card' will be kept always on the

- A:- Notice Board
- B:- Postings book
- C:- Collector's table
- D:- Sheristadar's Table

Correct Answer:- Option-C

Question52:- Who will arrange the papers submitted to Collector property in office and in camp?

- A:- Camp Clerk
- B:- Duffedar
- C:- Head Peon
- D:- Head watchman

Correct Answer:- Option-A

Question53:- Second punching will be done with

- A:- Star punching
- B:- Diamond punching
- C:- Circular punching

- D:- Machine punching
Correct Answer:- Option-B
- Question54:- Who will prepare the 'Revenue Business Report' in Collectorate?
A:- Sheristadar
B:- ADM
C:- Fair Copy Supt.
D:- Camp Clerk
Correct Answer:- Option-C
- Question55:- Which of the following is maintained in form VI, Appendix-B?
A:- Reference Slip
B:- Distribution Register
C:- New Case Register
D:- Fair Copy Register
Correct Answer:- Option-A
- Question56:- All the stamps in a file to be sent to record room will be punched with
A:- Star punching
B:- Diamond punching
C:- Circular punching
D:- Machine punching
Correct Answer:- Option-C
- Question57:- Every clerk who will be marked with periodicals needs to be maintained a _____ Register.
A:- Personal Register
B:- Stock file
C:- Periodical Register
D:- Security Register
Correct Answer:- Option-C
- Question58:- In a Fair Copy register, what the letter "C" prefixed to date of approval represents?
A:- Draft Approved in Camp
B:- Draft Approved by Collector
C:- Matter related to 'Court'
D:- Matter to be presented before the Cabinet meeting
Correct Answer:- Option-A
- Question59:- A current originated from the Collectorate is treated as
A:- Very Important case
B:- Fresh Case
C:- Original case
D:- New Case
Correct Answer:- Option-D
- Question60:- Arrear List is destroyed after _____ years.
A:- 10 years
B:- 5 years
C:- 3 Years
D:- One year
Correct Answer:- Option-C
- Question61:- Who will note the date and place of hearing on files ordered for posting by the Collector?
A:- Camp Clerk
B:- Heads of section
C:- Section Clerk
D:- Sheristadar
Correct Answer:- Option-B
- Question62:- Where the word 'draft submitted' with dated initial will be noted?
A:- At the foot of note
B:- At the foot of draft
C:- At the top of note
D:- At the top of draft
Correct Answer:- Option-A
- Question63:- Copy Application Register is destroyed after _____ years.
A:- 10 years
B:- 5 years
C:- 3 Years
D:- one year
Correct Answer:- Option-A
- Question64:- Which of the following Register is maintained in form VII, Appendix-B?
A:- Personal Register
B:- Distribution Register
C:- New Case Register
D:- Pending List
Correct Answer:- Option-D
- Question65:- The Revenue Business Report to be sent to RDO by the Tahsildar is in the _____ form.
A:- Appendix-G
B:- Appendix-F
C:- Appendix-H
D:- Appendix-K
Correct Answer:- Option-C
- Question66:- Where the reply to the question noted by the Collector in the margin will be supplied by the Section?
A:- In the margin below the question
B:- In separate sheet
C:- In continuation to the note
D:- In the draft
Correct Answer:- Option-C

Question67:-Date of receipt of a current by the section should be noted in 3rd column of

- A:-Personal Register
- B:-Distribution
- C:-Dispatch Register
- D:-Security Register

Correct Answer:- Option-A

Question68:-Reason for rejection of a petition should be specified in the

- A:-Dispatch register
- B:-Petitions register
- C:-Diary register
- D:-Draft order

Correct Answer:- Option-D

Question69:-Who should see that the typed papers were received back after the sign of the Collector and the they were dispatched without any delay?

- A:-Typist
- B:-Fair Copy Supt.
- C:-Section Clerk
- D:-Dispatch Clerk

Correct Answer:- Option-B

Question70:-Urgent Communications to Govt: must be sent in an envelop marked

- A:-Urgent
- B:-Special attention
- C:-Demi-official
- D:-Immediate

Correct Answer:- Option-A

Question71:-Security Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 Years
- D:-one year

Correct Answer:- Option-A

Question72:-‘Particulars of Valuables enclosed’, in which of the following Registers, such a column appears?

- A:-Security Register
- B:-Suit Register
- C:-Periodical Register
- D:-Personal Register

Correct Answer:- Option-A

Question73:-In which column of the Suit Register, the number and date of order sanctioning to prefer appeal, shall be entered?

- A:-10th
- B:-12th
- C:-11th
- D:-13th

Correct Answer:- Option-B

Question74:-To whom, the clerk on leaving the office, hand over the updated copy of manual?

- A:-Sheristadar
- B:-Section Head
- C:-Successor
- D:-Record keeper

Correct Answer:- Option-C

Question75:-Duties and responsibilities of Sheristadar is contained in _____ paragraph of DOM.

- A:-9th
- B:-10th
- C:-11th
- D:-12th

Correct Answer:- Option-D

Question76:-The person who is responsible to see that the Collector’s room is properly swept

- A:-Peon
- B:-Driver
- C:-Security Officer
- D:-Duffedar

Correct Answer:- Option-D

Question77:-Which is mode of communication to the Shirestadar by a peon reporting the outbreak of small pox in his dwelling place?

- A:-Post card
- B:-Inland letter
- C:-Type written
- D:-Telephonic Message

Correct Answer:- Option-D

Question78:-A Clerk proceeding on casual leave, needs to hand over office key in his custody to

- A:-Other Clerk
- B:-Section Head
- C:-Security Staff
- D:-Shirestadar

Correct Answer:- Option-B

Question79:-Returns due on a Sunday will be sent on

- A:-On the day before Sunday
- B:-On the same day
- C:-One day after Sunday
- D:-None of the above

Correct Answer:- Option-A

Question80:-Who is the person responsible for the proper maintenance of ‘Call Book’?

- A:-Tappal clerk

- B:-Record Keeper
- C:-Fair Copy Supt.
- D:-Dispatch Clerk

Correct Answer:- Option-A

Question81:-New case Register is destroyed after _____ years.

- A:-10 years
- B:-5 years
- C:-3 Years
- D:-one year

Correct Answer:- Option-B

Question82:-Who is the person authorized to read the Govt: Gazette carefully and invite the attention of the Collector on important matters?

- A:-Sheristadar
- B:-Personal Assistant
- C:-Section Heads
- D:-Camp clerk

Correct Answer:- Option-C

Question83:-Which of the following Register is maintained in form IV, Appendix-B?

- A:-Personal Register
- B:-Distribution Register
- C:-New Case Register
- D:-Fair Copy Register

Correct Answer:- Option-D

Question84:-What is the maximum number of 'Call Books' to be used in an office?

- A:-5
- B:-2
- C:-3
- D:-one

Correct Answer:- Option-D

Question85:-How many columns are there in a Register of New Cases?

- A:-6
- B:-4
- C:-5
- D:-3

Correct Answer:- Option-B

Question86:-What is the colour of fly leaf of current file?

- A:-Blue
- B:-Yellow
- C:-Brown
- D:-White

Correct Answer:- Option-A

Question87:-How many days of casual leave will be forfeited towards the penalty for 3 days of late attendance without permission?

- A:-3 days
- B:-Two days
- C:-One day
- D:-One and half days

Correct Answer:- Option-C

Question88:-What is meant by 'X N. Dis'?

- A:-Do not register & not return in original
- B:-Register & Return in original
- C:-Do not register, but return in original
- D:-Register & Not to return in original

Correct Answer:- Option-C

Question89:-Stock Files are

- A:-Routine File
- B:-Orders File
- C:-K Dis file
- D:-N Dis File

Correct Answer:- Option-B

Question90:-Action is to be taken on a paper within a period of _____days inclusive of holidays.

- A:-5
- B:-7
- C:-20
- D:-2

Correct Answer:- Option-A

Question91:-Record room is to be Inspected by head of the office in every

- A:-December
- B:-March
- C:-January
- D:-April

Correct Answer:- Option-D

Question92:-A Pauper suit register contains _____ columns.

- A:-5
- B:-7
- C:-20
- D:-2

Correct Answer:- Option-B

Question93:-Official communications to Hon: High Court is addressed to

- A:-Chief Justice
- B:-Registrar
- C:-Advocate General

D:-Govt: Pleader

Correct Answer:- Option-B

Question94:-Fair Copy Register is destroyed after _____ years.

A:-10 years

B:-5 years

C:-3 Years

D:-one year

Correct Answer:- Option-C

Question95:-D-Dis file is to be retained for _____ Years.

A:-Permanently

B:-10 Years

C:-3 Years

D:-One Year

Correct Answer:- Option-B

Question96:-Which of the following Register is maintained in form XI, Appendix-B?

A:-Personal Register

B:-Distribution Register

C:-Periodical Register

D:-Fair Copy Register

Correct Answer:- Option-C

Question97:-The Revenue Business Report to be sent to Board by the Collector is in the _____ form.

A:-Appendix-G

B:-Appendix-F

C:-Appendix-H

D:-Appendix-K

Correct Answer:- Option-B

Question98:-Tapal book contains _____ columns.

A:-5

B:-7

C:-20

D:-2

Correct Answer:- Option-A

Question99:-Copies of proceedings on disciplinary cases against the staff members should be signed by

A:-Head of Section

B:-Head of Department

C:-Head of Office

D:-RDO

Correct Answer:- Option-C

Question100:-Attendance has to be closed daily after _____ minutes.

A:-60 minutes

B:-45 minutes

C:-30 minutes

D:-10 minutes

Correct Answer:- Option-D